

Job Description

Arkansas Early Childhood Association T.E.A.C.H. Early Childhood® ARKANSAS Counselor

JOB TITLE: T.E.A.C.H. Counseling Specialist **FLSA:** Non-exempt
REPORTS TO: Executive Director/State Manager **Revised:** 4/14/22

Position Summary

Market T.E.A.C.H. scholarships to potential early childhood professionals around Arkansas, as well as provide support, reimbursements, and counseling to scholarship recipients.

Principal Duties and Responsibilities

1. Provides college and scholarship counseling to the identified T.E.A.C.H. recipients and potential recipients.
2. Makes and records monthly contacts with all T.E.A.C.H. recipients to ensure success with their college coursework.
3. Promptly and accurately process applications, bills, grade reports, income verifications, etc. Respond to requests for information promptly.
4. Uses the T.E.A.C.H. database for processing recipients' accounts. Maintain current and accurate records in the database and shared file system.
5. Under the supervision of the T.E.A.C.H. Program Manager provides support to ensure that all requirements of the T.E.A.C.H. license will be met for these recipients, including recruiting, case management and counseling, recordkeeping, data collection and database requirements, conference attendance requirements, project evaluation, and reporting.
6. Recruit providers to participate in the T.E.A.C.H. program as budget allows. Utilize media; social media; emails; mailings; presentations at trainings; conferences; support groups, and college classes to market the program and provide presentations to center directors, Early Childhood groups, College and University ECE faculty, CCR&R staff, and other relevant partners. A minimum of 10-12 presentations or displays to providers about T.E.A.C.H. per year, many occurring in evenings or an occasional weekend, will be expected.
7. Maintains up-to-date records and familiarity with the community colleges' early childhood education course requirements, with the CDA process, with the federal financial aid process, as well as issues of articulation and transfer of credits. Keep up-to-date information on PELL grants and other applicable funding and forgivable loans for the child care workforce in Arkansas.
8. Assists with documenting and meeting the goals of the T.E.A.C.H. quarterly and annual reports as well as the biannual competency assessment, including active participation at system-level meetings with partners and system leaders. This may include, but not be limited to, AECA component groups and college advisory committees. Represents the perspective of the recipient and sponsor at these meetings.

9. With the Executive Director/T.E.A.C.H. Program Manager, regularly evaluate the project and make recommendations for improvements. Attend AECA Board meetings or T.E.A.C.H. Advisory Committee meetings if requested.
10. Help execute the objectives of the AECA Long-Term Planning Committee in promoting membership in and services offered by AECA through presentations, meetings.

Additional Duties

Performs other duties as necessary to fulfill the responsibilities of this position and as directed by the Executive Director/State Manager.

Work Relationships and Scope

Reports directly to Executive Director/T.E.A.C.H. State Manager. Works closely with the Office Manager and the AECA Board of Directors.

Minimum Qualifications

- Bachelor's degree in early childhood education, child development, human services, business or related field.
- Minimum of one year work experience in early childhood education.
- Data entry skills with high rate of accuracy.

Preferred Qualifications

- Three or more years' experience working in an early childhood environment.
- Experience working with data, databases and evaluating data to determine trends and needs.
- Experience or working knowledge of the Arkansas higher education system, including financial aid.

Knowledge, Skills and Abilities

- Ability to work independently and productively without onsite supervision.
- Ability to proficiently utilize a computer and Microsoft 365/Office applications (Word, Excel, PowerPoint, Outlook and Teams).
- Ability to professionally communicate orally and in writing.
- Skills correctly applying policy to individual situations.
- Professional demeanor and appearance.
- Above average interpersonal skills and the ability to get along with diverse groups of individuals.
- Ability to effectively present information to groups and respond empathetically to questions from recipients, centers, funders, college faculty, constituent groups and the general public.

Certificates, Licenses, Registrations

None

Working Conditions

Work is performed remotely in a home office or small business office environment. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Work hours are generally during normal business hours (M-F 8:00 a.m.-5:00 p.m., 40 hours per week), but occasional evening or weekend presentations may be

required. Occasional attendance at state and national conferences may be part of work requirements. Other travel for purposes of attending meetings and meeting with participants will be necessary. Other variations in work hours due to special projects, deadlines, and other concerns may be necessary. There is an expectation for an active role in community activities.

Measures of Performance

Quality, accuracy, timeliness, reliability and thoroughness of work performed; communicates effectively and develops good working relationships with clients and, co-workers’ responsiveness to the information needs of management; soundness of business decisions made; maintenance of highly confidential business and financial information.

Equipment Operated

Utilizes a PC and computer printer for word processing, spreadsheets, e-mail, Internet access, and other specific applications. Utilizes a keyboard, telephone, scanner, office copier, and other general office equipment.

Acknowledgement

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by Executive Director/State Manager. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Compensation

\$18.00-20.00 per hour, based on a 40-hour workweek, 52 weeks per year. Employees are paid twice monthly on the 10th and 24th via Direct Deposit.

Benefits

Insurance stipend provided. Paid holidays, accrued sick leave and vacation are available to full-time employees. A 403b savings plan is also available.

Note: This is a grant-funded position; therefore, the sustainability of this position is subject to grant funding and guidelines.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date